

COMMUNITY USE OF SCHOOL FACILITIES

Recognizing that the school facilities are publicly owned, the Adams County/Ohio Valley Board of Education may allow the use of school facilities by students, citizens and various community organizations for their special activities whenever possible. However, the Board of Education has the responsibility of maintaining the buildings in acceptable condition for the educational program, of requiring that money budgeted for educational purposes not be used for non-educational activities, and of insisting that reasonable regulations be established and applied.

Definition of groups which may request use of school facilities:

1. Group A – includes all local school groups and organizations, such as FFA, FHA, PTO, school booster groups, drama clubs, alumni associations, etc.
All past and present Adams County/Ohio Valley School District Alumni groups will not be charged for the use of school facilities and will be supplied with one Custodian when necessary. If additional custodian help is requested the Alumni group will be responsible for the charges as per the building usage fee schedule. KG-E
2. Group B – includes all local, non-profit, school-age groups, such as 4-H, Scouts, pee wee sports, knothole baseball, etc.
3. Group C – includes all non-profit community groups, such as Lions Club, Rotary, hospital auxiliaries, American Legion, political groups, and public service groups (Religious organization, Car clubs, etc).
4. Group D – includes all profit-making community groups, those groups for individual service or individual citizens.

The use of school facilities by the community shall be governed by law and the rules and regulations of the Board of Education. The school facilities shall be made available for use by groups of citizens or responsible organizations, with the understanding that such use shall not be permitted to interfere with the regular school program. If it is subsequently determined that the facility is needed for a school activity, any permit issued for community use of school property shall be subject to cancellation. Such action would be taken only when necessary and always with regard to the desire of the Board of Education to encourage the use of school facilities by the citizens of the community whenever not needed for school-sponsored activities.

Whenever it will not interfere unduly with the regular program of the schools, the school facilities may be used for any meeting, program, entertainment, or other activity sponsored by the school authorities, by any parent-teacher or similar association, by any recognized group of school employees, by any approved character-building youth group, or by any recognized community organization for a non-profit meeting. Where applicable, partial payment for use of the facilities will be required up front. Final payment for use of District facilities will be expected once the activity is completed and final costs have been tabulated.

Any facility usage which is not a part of the regular school program or an activity sponsored by the school shall require a building usage permit. No permit shall be issued except upon satisfactory assurance that the use of the school facilities will be under the supervision of a person or persons known to be responsible and competent to supervise the proposed program of activities. Any permit which has been transferred to any person or group other than the one to whom issued shall be void. Facility request/rental agreements are available in each school building office.

The principal or supervising teacher shall be responsible for forwarding to the Treasurer's office the signed facility request/rental agreement. The Treasurer's office shall invoice for assessed fees, deposit receipts into the general fund, and credit the building expense and/or district budgets accordingly.

Legal ref.: ORC 3311.215
3313.75-79

Cross ref.: ECA – BUILDINGS AND GROUNDS SECURITY

Revised & Adopted: 11/23/2009
Revised & Adopted: 11/20/2006
Revised & Adopted 9/23/02
Revised & Adopted 1/26/98
Adopted: 3/14/88

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Building usage fees shall consist of a rental fee and an employee labor fee, and shall be assessed as follows:

BUILDING RENTAL FEES:

Meeting:

GROUP	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge	n/a
B	no charge	no charge	no charge	n/a
C	no charge	\$15.00	\$20.00	n/a
D	\$15.00	\$30.00	\$40.00	n/a

Meeting or activity with food:

GROUP	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge	no charge
B	n/a	no charge	no charge	no charge
C	n/a	\$30.00	\$30.00	\$30.00
D	n/a	\$55.00	\$75.00	\$55.00

Fund raiser:

GROUP	CLASSROOM	MULTI-PURPOSE	GYMNASIUM	KITCHEN
A	no charge	no charge	no charge	no charge
B	n/a	\$15.00	\$25.00	no charge
C	\$15.00	\$55.00	\$110.00	\$30.00
D	\$30.00	\$125.00	\$250.00	\$55.00

EMPLOYEE LABOR FEES:

At the High Schools and CTC, there will be no school employee labor charge if the group has an employee of the Board of Education willing to volunteer to supervise the facility. Otherwise a fee must be paid for the service of a school employee in accordance with classified contract. Fees will include the employee’s hourly rate; retirement, Medicare and Workers Compensation contributions which reflects the school district’s share of these costs.

At the Elementary buildings, due to the high level of technology and the complexity of the building systems, a custodian may be required at least part of the time on weekends, vacation breaks, etc. when a custodian would not otherwise be on duty. Fees must be paid to cover services of the custodian in accordance with the classified contract. Fees will include the employee’s hourly rate; retirement, Medicare and Workers Compensation contributions which reflects the school district’s share of these costs.

Extra custodial or kitchen help may be required and fees paid in accordance with classified contract. Fees will include the employee's hourly rate; retirement, Medicare and Workers Compensation contributions which reflects the school district's share of these costs.

Adams County/Ohio Valley School District Facility Rental Agreement
141 Lloyd Road West Union, Ohio 45693 Phone: 937-544-5586 Fax: 937-544-3720

Event/Activity _____ Date: _____

Beginning Time: _____ Ending Time: _____ Number of people: _____

Equipment/Items Needed: _____ Rooms Requested: _____

FEES:	PRE-PAID FEES:	BALANCE DUE:	Personnel Assigned:
Cafeteria: _____	_____	_____	_____
Room: _____	_____	_____	_____
Kitchen: _____	_____	_____	_____
Custodial: _____	_____	_____	_____
Cook: _____	_____	_____	_____

INHERENT TERMS

NOTE: The use of all school facilities and grounds must be confirmed.

1. APPLICATION FORMS - Available at the school building offices. Before completing request forms, please check available dates by calling the school. The "FACILITY REQUEST/RENTAL AGREEMENT" forms must be completed and signed before the booking is confirmed.
2. PAYMENTS - Checks are to be made payable to the Adams County/Ohio Valley Schools. Bills will be rendered from the Board of Education within sixty (60) days of the activity and payment must follow within fifteen (15) days of the billing date from the same office.
3. CANCELLATIONS – The public school program has first priority in the use of facilities. In the event that a conflict should develop, the right is reserved to cancel the reservation at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty up to eight (8) hours in advance of beginning time. All costs incurred through tardy cancellation notification must be paid by the renter.
4. TABLES, PUBLIC ADDRESS SYSTEMS, MICROPHONES AND AUDIO-VISUAL EQUIPMENT – May be available within the schools. Additional items are not normally transported from other schools.
5. CAREER CENTER – When the Career Center is being used and a banquet is being served by the Restaurant Management class as a part of their program, there will not be a rental fee. However, any school employee (custodial or cafeteria) required to be present will be paid their regularly assigned rate including the district's share of retirement, Medicare and Workers Compensation contributions.
6. PROPERTIES – Schools will not be responsible for damage or theft of renters properties left unsupervised on the premises.
7. TOBACCO - Use of Tobacco products is not permitted in buildings.
8. ALCOHOL – Alcoholic beverages are prohibited.
9. ADULT SUPERVISION – Approved adult supervision is required throughout all youth programs. Page 2 of 3

10. DAMAGES – Renters of school facilities must assume full responsibility for any damages to the property or loss of equipment.
11. PERMIT – Certain classes of entertainment require a permit, especially when there is an admission fee or donation. For details, call the police department.
12. PROHIBITIONS – Activities causing undue wear and tear to school properties, such as vehicular activities, fastening of apparatus, marching units in some areas, or potentially disorderly occupancy are prohibited. Food and beverages are confined to designated areas.
13. INSURANCE – Special events will require the renter to provide insurance. The renter shall be legally responsible for all claims by a person or persons filing claims for any personal injury, property damage or loss on school grounds or in the school building during the period the school facilities are being rented.
14. SECURITY – Shall be provided for any activity deemed necessary by the principal. Renter shall be responsible for providing for local or county authorities.
15. EMPLOYEES – There will be no school employee labor charge if the group has an employee of the Board of Education willing to volunteer to supervise the facility. Otherwise a fee must be paid for the service of a school employee in accordance with classified contract. Fees will include the employee’s hourly rate; retirement, Medicare and Workers Compensation contributions which reflects the school district’s share of these costs.
16. HOLIDAYS/SUNDAYS – Facilities shall not be used on a continuing basis by groups on legal holidays, Sundays, or school vacations without permission of the Superintendent or designee.
17. EVENING USE – In general, evening use of school facilities should conclude by 10:00 p.m.
- 18. DEPOSIT – The Board of Education reserves the right to require a deposit for the use of the facilities, the amount to be determined by the Superintendent or designee.**
19. SPECIAL CIRCUMSTANCES – The Superintendent or designee shall be authorized to make the facilities available without charge to non-school organizations which benefit the Adams County/Ohio Valley Schools community. Estimate/actual charges may be appealed to the Superintendent prior to payment.
20. NO RED/PURPLE beverages, INCLUDING PUNCH, popsicles, etc. on carpeted areas.
21. Use of the kitchen and serving line must be approved by the Child Nutrition Supervisor or designee.

The undersigned accepts full responsibility for condition of the used facilities and agrees to pay for all damages or loss not the result of normal use as well as regular charges pursuant to the fee schedule.

Name of Individual or Organization

Address

Phone Number

Signature of Individual/Organization Representative

Date

Principal Authorizing Use

Date

Child Nutrition Supervisor

Date

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The following procedure shall govern all activities or organizations that make use of school facilities:

The public school program has first priority in the use of facilities. In the event of a conflict, the board reserves the right to cancel the reservation at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty up to eight (8) hours in advance of the scheduled time. (All costs incurred through tardy cancellation must be paid by the renting organization.) Application forms are available at the administration office, and at each school office. Before applications are submitted, available dates must be confirmed. The "Facility Request/Rental Agreement" forms must be completed and signed before the booking is confirmed. Requests for the use of facilities shall be made on the required forms to the building principal at least two weeks in advance. Approval of requests shall be the responsibility of the building principal. When a request is denied, it may be appealed by the organization to the superintendent or his designee.

All rental and personnel fees shall be paid directly to the Adams County/Ohio Valley School Board of Education. When more than one facility is used, rental fees will accrue. Personnel will not be added except by necessity. Costs for damages will be billed from and paid in the district office through the treasurer of the school district. Checks are to be made payable to the Adams County/Ohio Valley Schools. Bills will be rendered from the Treasurer's Office within sixty (60) days of the activity and payment must follow within fifteen days of the billing date. Tables, public address systems, microphones, and audio-visual equipment may be available within the schools. Additional items are not normally transported from other schools.

When the OVCTC school is being used for a banquet, which is served by the food service or home economics class as a part of their program, there will not be a rental fee. However, any school employee required to be present will be paid his/her regular rate.

Organizations renting school facilities must assume full responsibility for any damage to or loss of property. Schools and/or the Board of Education shall not be responsible for theft of or damage to property belonging to the renting organization if left unsupervised on the premises. Approved adult supervision is required for all youth groups.

An employee of the Board of Education must be on duty whenever school facilities are used. Security shall be provided for any activity deemed necessary by the principal. Use of the kitchen and serving line must be approved by the Child Nutrition Supervisor or designee. The renting organization shall be responsible for providing local or county authorities. An approved floor mat or tarp may be required to protect the gym floor. The cost of such shall be the responsibility of the renting organization. Activities causing undue wear and tear on school property, such as

vehicular activity, groups marching in one particular area or potential disorderly occupancy are strictly prohibited.

Use of Tobacco products is not permitted in buildings. Alcoholic beverages are prohibited.

Certain classes of entertainment require a permit, especially when there is an admission fee charged or donation requested. The police department should be contacted for details. Some special event may require the renting organization to provide insurance. The renting organization shall be legally responsible for all claims for property damage or loss on school premises, or personal injury incurred while school facilities are being rented. **The board reserves the right to require a deposit for the use of the facilities, the amount to be determined by the superintendent or designee.** Non-payment can result in future denial of future use of facilities.

Facilities shall not be used on a continuing basis during legal holidays, Sundays, or school vacations without permission of the Director of Business Affairs or designee. In general, evening use of school facilities should conclude by 10:00 P.M. The superintendent or designee shall be authorized to make the facilities available without charge to non-school organizations, which benefit the Adams County/Ohio Valley School community. Estimated or actual charges may be appealed to the superintendent prior to payment.

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